

Reporting Requirements



Primary Reporting Requirements

- Davis-Bacon Prevailing Wage Requirements (already discussed)
- ARRA Section 1512 Requirements

ARRA

Section 1512

“Reports on Use of Funds”

(c) RECIPIENT REPORTS.—Not later than 10 days after the end of each calendar quarter, each recipient that received recovery funds from a Federal agency shall submit a report to that agency that contains—

(1) the total amount of recovery funds received from that agency;

(2) the amount of recovery funds received that were expended or obligated to projects or activities; and

(3) a detailed list of all projects or activities for which recovery funds were expended or obligated, including—

(A) the name of the project or activity;

(B) a description of the project or activity;

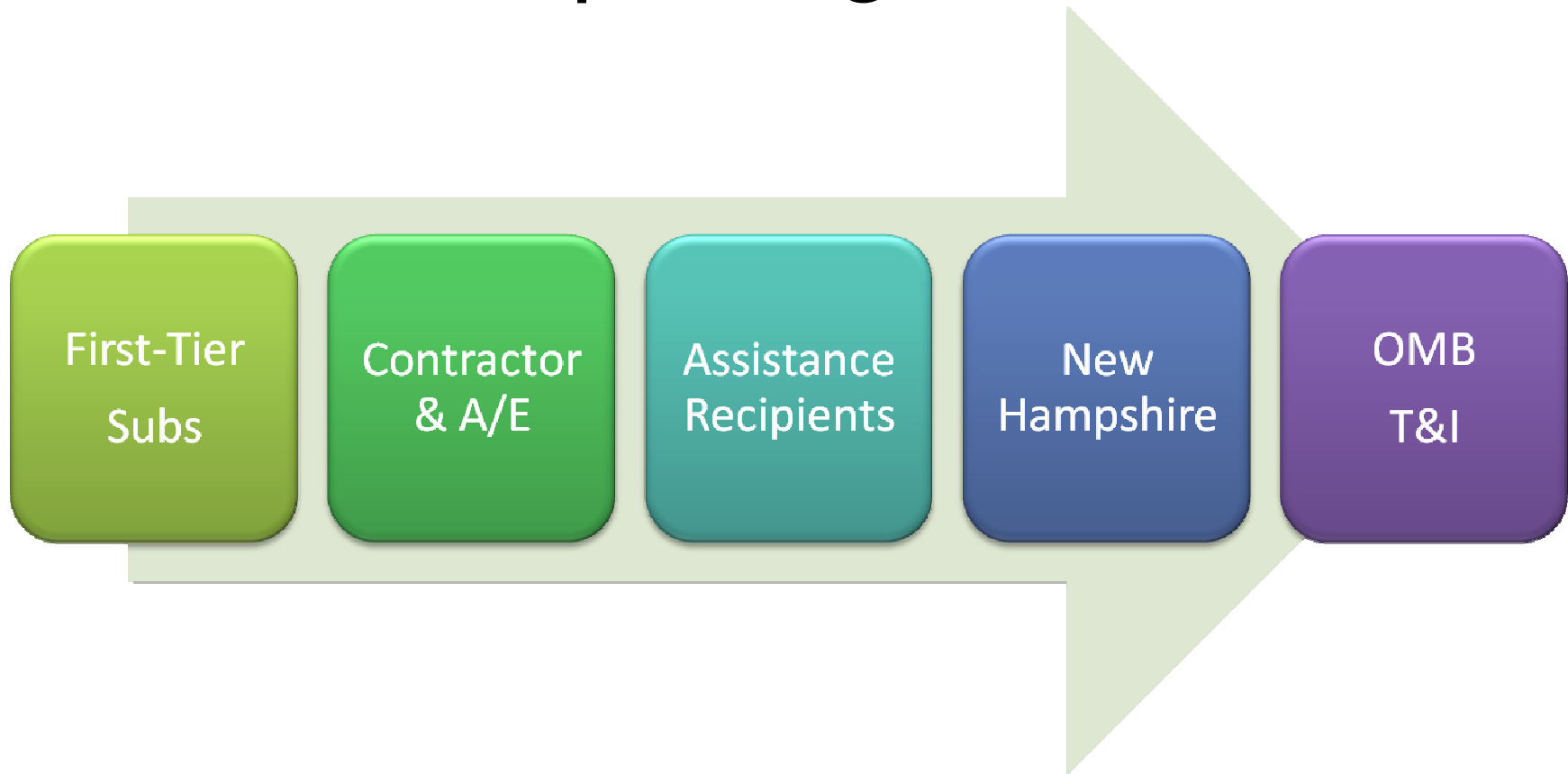
(C) an evaluation of the completion status of the project or activity;

(D) an estimate of the number of jobs created and the number of jobs retained by the project or activity; and

(E) for infrastructure investments made by State and local governments, the purpose, total cost, and rationale of the agency for funding the infrastructure investment with funds made available under this Act, and name of the person to contact at the agency if there are concerns with the infrastructure investment.

(4) Detailed information on any subcontracts or subgrants awarded by the recipient to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109–282), allowing aggregate reporting on awards below \$25,000 or to individuals, as prescribed by the Director of the Office of Management and Budget.

Reporting Chain



New Hampshire will be able to provide much of the reporting data, but some will need to be collected from assistance recipients and contractors

Reporting Requirements

	Davis-Bacon		ARRA Section 1512	
Contractors	<ul style="list-style-type: none"> •Certified payrolls •Statement of Compliance 	W W	<ul style="list-style-type: none"> •DUNS or name/zip •Percent completion •Number of jobs created/retained (certified payroll) •Narrative description of employment impact 	* * * *
Assistance Recipients	<ul style="list-style-type: none"> •Certified payrolls •Statement of compliance 	W W	<ul style="list-style-type: none"> •Basic project/recipient information •Percent completion •Number of jobs created/retained (certified payroll) •Narrative description of employment impact 	O M W TB A

Reporting Frequency:

W: Weekly

M: Monthly

O: Once (or as changes occur)

* As required by assistance recipients

Reporting Responsibility

- Assistance recipients bears the ultimate responsibility for reporting to New Hampshire
- Assistance recipients can decide how to collect data from contractors
 - Frequency
 - Level of detail
 - Format
- Put it in your contracts!

Who Must Report?

- All Assistance recipients, as they have received at least \$25,000 in ARRA funds

For...

- Projects or activities funded **in whole or in part** by ARRA funds

1512 Reporting: Assistance Recipients

- Up-Front Reporting (already collected)
 - DUNS and CCR numbers
 - Contractor information
 - Basic project information
- Ongoing Reporting
 1. Project completion status
 2. Number of jobs created and retained
 3. Description of employment impact

1512 Reporting: Assistance Recipients

- The names and total compensation of assistance recipient's top five officers or executives

IF

- The preceding fiscal year assistance recipients received 80% or more of its annual gross revenues in Federal awards, **AND**
- The annual gross revenues from Federal award were at least \$25 million, **AND**
- The information is not otherwise publicly available
- This requirement does not apply to most recipients

Reporting Elements:

Contractors

- Contractors and A/Es need to assist assistance recipients by providing the following information:
 - DUNS number or name and zip code of HQ
 - Project description and completion status
 - Job creation/retention narrative and number
- And by collecting/compiling the necessary information from first-tier subcontractors

Assistance Recipient Reporting

Item #1

Project Completion Status

- Completion percentage for the entire project achieved during the month
- For awards funding multiple projects, provide your best estimate of completion for all projects based on aggregate information
- Submit monthly, with request for payment

Monthly Reporting Item #2

Job Creation (Number)

- Report jobs created/retained for the entire project by submitting certified payroll
 - NH will calculate figure, including proration of ARRA portion
- Salaries do **not** need to be paid directly from ARRA funds in order for the job to be counted
- Submit weekly

Which Jobs Count?

- Direct jobs: Employees directly working on Recovery Act supported projects or activities

NOT

- Indirect jobs: Minor materials suppliers or central service providers
- Induced jobs: Jobs in the local community where the project is taking place

Which Jobs Count?

COUNT

Crane operator constructing the project

Equipment manager maintaining equipment used for the project

Engineer and architect designing the project

Project manager supervising the project

Inspectors reviewing the project

Lab technicians supporting the project

Utility manager preparing specifications or directing procurement

DON'T COUNT

Worker manufacturing steel for the project

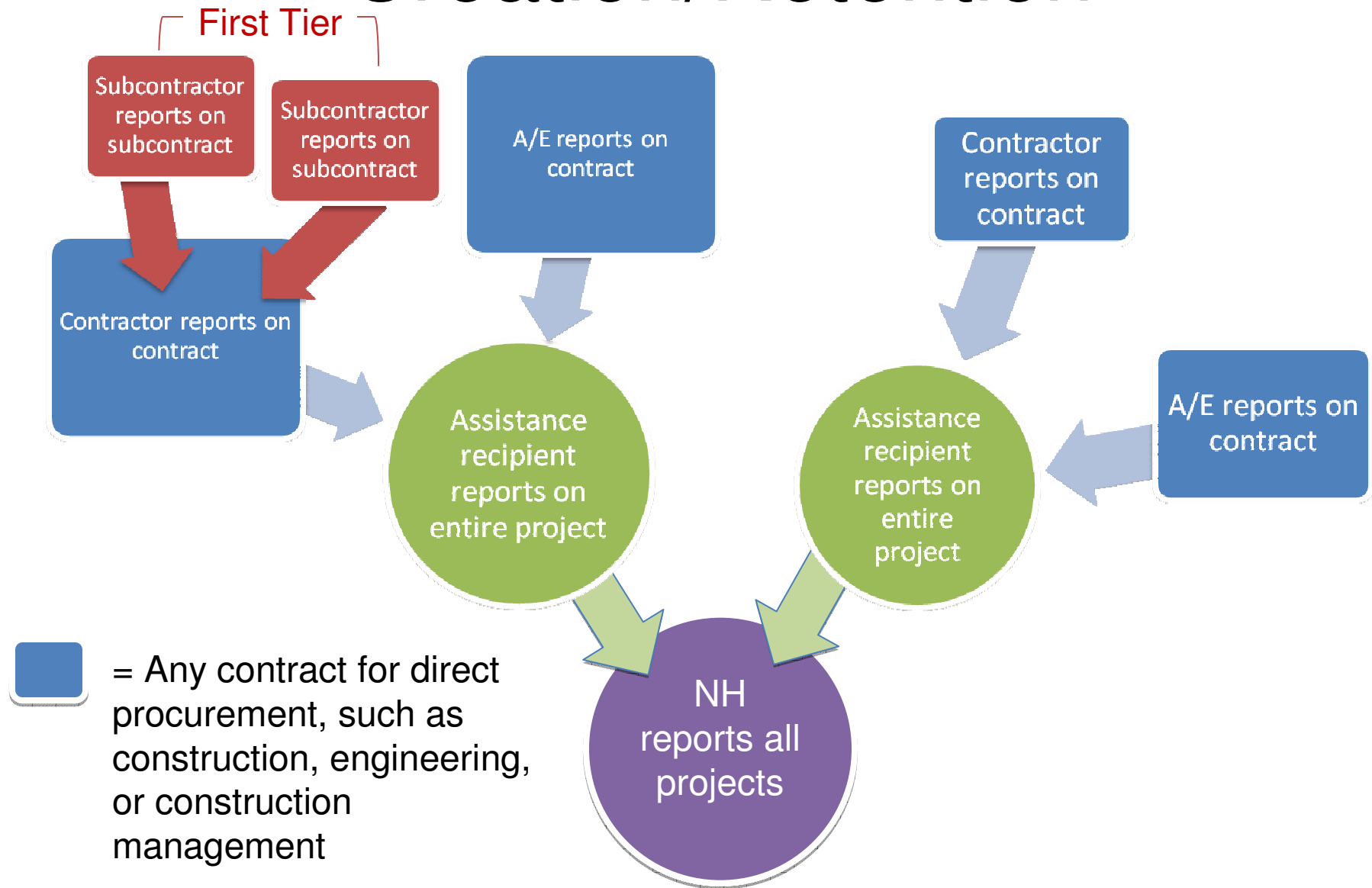
Salesman selling construction equipment

Attorney preparing contract language

Restaurant worker selling lunch

Clerical staff preparing reports

Reporting Job Creation/Retention



Monthly Reporting Item #3

Narrative Description of Job Creation

- Employment impact of the Recovery Act-funded work on the contractor workforce and sub-contractor workforces (if known)
- Brief description of types of jobs created or retained in the United States and outlying areas
 - Job titles
 - Broad labor categories
 - Terms that are widely understood and describe the general nature of the work
- Optional: Description of calculations, methodology, additional information
- Assistance recipients can write the description, or ask contractors to write it
- TBA how often NH will collect this data - stay tuned

When Does Reporting Start?

- Reporting begins once the ARRA award is made
 - Assistance recipients: Loan agreement executed
 - Contractor: Project start
- Assistance recipients can report any planning/design job creation that occurred prior to construction (if created/retained due to ARRA)

When Does Reporting End?

- Contractor: Project completion
- Assistance recipients: Final ARRA disbursement

What To Do Now: Contractors

- Include reporting requirements in your contracts with subs
- Develop a system for collecting payrolls from subs
- Start collecting and submitting payroll as soon as you begin work on the project
- Consider hiring a third-party project manager to coordinate all elements of ARRA reporting

What To Do Now: Engineers

- Develop a system for tracking hours worked and value billed for project
- Start collecting and tracking this data as soon as you begin work on the project

What To Do Now: Assistance Recipients

- Develop a system for collecting payrolls from contractors and data from engineers
- Start collecting and tracking these data as soon as you close the ARRA SRF loan
- Include reporting requirements in your contracts
- Consider hiring a third-party project manager to coordinate all elements of ARRA reporting
- Check your DUNS number is up-to-date
- Check you are registered properly in the CCR

Reporting Recordkeeping

- ☐ Dated Assistance Agreement
- ☐ Dated Notice to Proceed
- ☐ DUNS/CCR registrations
- ☐ Tracking spreadsheets (if used)
- ☐ Job reports from sub-contractors/contractors
- ☐ Copy of reports to NH

Questions?